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PART-I A

Notifications by Local Government Department

HARYANA GOVERNEMNT

URBAN LOCAL BODIES DEPARTMENT

Notification

The 11th June, 2026

No. 04/22/2026-4CI.— In exercise of the powers conferred under **Section 267**, **401** and **398 (2)(a)** and **(e)** of the **Haryana Municipal Corporation Act, 1994** and provision of **Section 203, 32 and 250 (a)** and **(e)** of the **Haryana Municipal Act 1973**, the Government of Haryana is pleased to issue the following **directions regarding fresh sub-division of Industrial plots and regularization of existing illegal sub-divided industrial plots situated in Rehabilitation Scheme within municipal limits (developed by Ministry of Rehabilitation, Government of India)** in supersession of policy for sub-division of industrial plots dated 30.01.2006 and policy for regularization of sub-divided plots in NIT, Faridabad dated 06.10.2017.

1. Background:

Earlier in the rehabilitation scheme, large size industrial plots were carved out keeping in view the economic and technical scenario prevalent at that time. These old Industrial units were replaced by less labor Intensive industries with an advancement of technology and this has resulted in underutilization of large size industrial plots. Owners of large size industrial plots started dividing these plots into smaller plots keeping in view the change scenario without approval of the competent authority. Keeping in view the existing development scenario directions for fresh sub-division & regularization of already illegal sub-divided plots, has been prepared which is as under:

2. Objective:

To utilize the large sized plots rendered, unutilized due to sickness of industry and to meet the demand for small size plots to set up tiny/ small industrial units, it would be appropriate to frame some realistic policy parameters for such need based fresh sub-division of industrial plots and regularization of existing sub-divided industrial plots and get the same approved from competent authority.

3. Applicability of policy and its parameters:

This policy shall be applicable on the industrial plot owners seeking permission for fresh sub-division and to regularize the industrial plots which were already sub-divided illegally, located in the rehabilitation scheme within Municipal limits (developed by Ministry of Rehabilitation, Government of India).

(a) Parameters for making an application:

i. The original plot in the scheme shall have minimum area of 1 acre.

ii. The original plot shall have access/ approach from minimum 12 meters wide existing road.

(b) Parameters for fresh application for sub-division and existing illegal sub-divided industrial plots:-

i. The minimum size of the sub-divided plot or fresh sub-divided plots shall not be less than 500 sq. yards.

ii. The plots where other activities running un-authorized, the said area shall not considered and excluded from the plot.

iii. All such sub-divided plots shall have parking provisions within the plot as per the parking guidelines of the Haryana Building Code-2017.

iv. The minimum width of internal roads shall be 12-meters to provide access to the sub-divided plots.

v. The maximum permissible Ground coverage, set-backs, FAR and height of sub-divided plots shall be as per the norms prescribed in the Haryana Building Code-2017.

vi. The maximum permissible saleable area of the scheme shall be 65%.

vii. The facility of enhanced FAR up to 150% beyond the general level of 125% in industrial use shall be permissible on payment of proportionate charges/ infrastructure augmentation charges as prescribed by the Government/ Development Agency.

viii. In the layout plan of the applied land, the 5% area of regular shape shall be reserved for organized green area for dense plantation. In this area, the trees should have wide spread foliage such as Neem, Banyan, Pipal and the trees must be grown up to satisfactory height before application of completion certificate.

ix. The concerned Commissioner, Municipal Corporations in case of Municipal Corporations and District Municipal Commissioners in case of Municipal Council/Committee shall ensure that the Ground coverage, FAR, Height and set-back of the building shall be in accordance with the provisions of the applicable building bye-laws of HBC-2017 and policy parameters/norms in the case of regularization of already illegal sub-divided plots. In case the construction at site is beyond permissible limit, the applicant shall ask to alter the construction and bring the same in conformity with the provisions of Haryana Building Code, 2017 amended from time to time.

4. Procedure for submission of application:

(a) For fresh sub-division or regularization of already illegal sub-divided plots applicant is required to submit application form (prescribed at **Annexure-I**) to concerned Commissioner, Municipal Corporation in case of Municipal Corporation and to District Municipal Commissioner in case of Municipal Council/Committee.

(b) The applicant shall submit the application along with the followings:

i. Ownership documents such as allotment letter/sale deed/transfer deed.

ii. A layout plan of the site showing the proposed sub-division of plots in fresh case or existing sub-division in case of regularization of Illegal sub-division of plots.

iii. A copy of the original layout plan showing the location of the applied plot on it.

iv. A copy of demarcation and zoning plan for approval from the Commissioner, Municipal Corporation/District Municipal Commissioner as the case may be.

v. Affidavit duly signed from the 1st Class Magistrate stating that the applicant shall not park vehicle out-side the plot i.e., on footpath, or road or green area and violation in this regard will be liable for prosecution.

vi. An Undertaking that:

1. Applicant will not further divide the plots shown on the proposed layout plan.

2. Applicant will use the building for industrial purpose only and that no other activity shall be carried out over the plot/building in future and that applicant shall pay all the fee/charges as conveyed by the competent authority i.e. Commissioner, Municipal Corporation/District Municipal Commissioner as the case may be.

vii. No Dues Certificate issued by Commissioner, Municipal Corporation/District Municipal Commissioner as the case may be.

(c) An Indemnity bond that applicant will be sole responsible for any ownership disputes arising from any quarter due to any reason (specimen enclosed).

5. Fees and Charges:

(a) The applicant shall be liable to pay the following fee and charges for the fresh subdivision of industrial plot:

i. **Scrutiny fee** @ Rs. 10/- per sq. meters, of the gross area of the plot(s) at the time of application.

ii. **License fee** at the rate prescribed through notification under the Haryana Development and Regulation of Urban Areas Act, 1975.

iii. **External Development Charges (EDC**) for the Gross area of original plot(s).

iv. **Infrastructure Development Charges (IDC)** prescribed under the Haryana Development and Regulation of Urban Areas Act, 1975.

(b) The applicant shall liable to pay the following fee and charges for regularization of the illegal sub-division of industrial plot:

Applicant along with the fee/charges mentioned at para 5 (a) also required to deposit composition rates for illegal sub-division of plot as per Memo No. Misc-2236/2022/7/25/2022-2TCP dated 28.10.2022.

6. Issue of Letter of Intent (LOI):

(a) After receipt of the application, the Commissioner, Municipal Corporation/District Municipal Commissioner as the case may be, shall examine the application for fresh sub-division or regularization of illegal sub-division of plots as per the policy parameters and shall decide the application within 60 days from the date of its receiving.

(b) The Commissioner, Municipal Corporation/District Municipal Commissioner as the case may be, after due examination of the case may issue Lol to the applicant informing the applicable fees/ charges and required terms and conditions.

(c) The applicant is required to comply with the terms and conditions of Lol within a period of 30 days from the date of its issuance. If the applicant fails to comply with the Lol within the given time period, then the LOI shall deemed to be cancelled and shall be treated as null and void ab Initio.

(d) After complying with the Lol, the competent authority may grant final permission for fresh sub-division/ regularization of illegally sub-divided plots by issuing the permission along with the copy of the layout plan duly signed by the Commissioner, Municipal Corporation/District Municipal Commissioner as the case may be.

(e) The applications which do not meet out the parameters of this policy shall be summarily rejected after giving an opportunity of hearing to the applicant by the Commissioner, Municipal Corporation/District Municipal Commissioner as the case may be and a speaking order shall be passed by the said authority.

7. Terms and Conditions:

(a) The applicant shall carry out Internal Development works like construction of road, lying of sewer line and water supply line, electricity line, street light, storm water drainage as per the layout plan of sub-divided plots and in accordance with service plan/estimates prepared by municipalities along with that application shall obtain the completion certificate of the scheme from Commissioner, Municipal Corporation/District Municipal Commissioner as the case may be, within a period of one year.

(b) The applicant shall transfer the land shown in the proposed layout plan for laying of road or any other public amenities and green area developed to Commissioner, Municipal Corporation/District Municipal Commissioner as the case may be free of cost by way of a registered gift deed with mutation before issuance of completion certificate.

(c) The applicant shall comply with the instructions/norms/directions issued by Hon'ble National Green Tribunal (NGT)/Haryana State Pollution Control Board, as amended from time to time.

(d) After approval of the layout plan of the site, the applicant or the owner of the sub-divided plot shall get the building plan approved from the municipality and shall also obtain the occupation certificate, as per the provisions of the Haryana Building Code, 2017.

8. Appellate Authority:

(a) Any person aggrieved by the decision of competent authority shall file an appeal before the appellate authority i.e., Director, Urban Local Bodies Department within a time period of 60 days from the date of passing of such orders by the competent authority.

(b) The decision of Appellate Authority shall be final and binding.

9. Relaxation:

If government considers that any of the provisions mentioned in this policy may require relaxation in public interest then it can relax any provisions of this policy or add any other additional provisions/ conditions as it deemed fit.

ASHOK KUMAR MEENA,
Commissioner and Secretary to Government, Haryana,
Urban Local Bodies Department.

Annexure-I

Application Form

Sub-Division of Industrial plot/ regularization of existing Sub-divided plots.

To

The Commissioner, Municipal Corporation (in case of Municipal Corporation)

The District Municipal Commissioner (in case of Municipal Council/Committee)

Respected Sir,

I……intend to carry out the under mentioned development in the site to Sub-division of Industrial plot/regularization of existing sub divided plot in Plot No ……. at Municipal Corporation/Council/Committee…….

1.	a)	Applied for (Sub-division of Industrial plot/regularization of existing Sub-divided plots)	
	b)	i. Full Narme of Applicant ii. Address of Applicant iii. E-mail ID iv. Aadhar No. v. Mobile No.	
	c)	Name and address of architect	
2.	a)	Is the land affected by any designations or road lines? If yes, are these correctly and clearly marked on the block plan?	
	b)	What is the total area of the land according to the document?	
	c)	If so, what is the net area?	
	d)	Ownership documents (sale deed/transfer deed/other)	
3.	a)	What is the Plot Number/s in the Layout/Subdivision prepared by the 'Developer?	
	b)	Proposed/existing layout plan submitted	
4.		In what zone does the land fall?	
5.		What is the width of the access Road?	
	i)	Prescribed width	
	ii)	Existing width	
	iii)	Proposed internal road width	
6.		Whether the internal roads and periphery road proposed in the layout plan as per policy norms.	
7.		Whether 5% area of regular shape shall have been provided separately for dense plantation in the layout plan.	
8.		Does any natural watercourse pass through the land under development? If so, the set-back proposed up to building.	
9.		Scrutiny fee deposited	

I hereby declare that I am the owner in possession of the plot on which the work is proposed and that the statements made in this form are true and correct to the best of my knowledge.

Name:
Signature:

12657—C.S.—H.G.P., Pkl.